



Policy: 2003
Procedure: 2003.05
Chapter: Human Resources
**Rule: Employee Professionalism,
Ethics, and Conduct**

Effective: 03/05/08
Replaces: N/A
Dated: N/A

Purpose:

All employees of Arizona Department of Juvenile Corrections (ADJC) including contractual personnel shall comply with the standards of conduct as listed below to ensure the highest standards of honesty, integrity, and impartiality.

Rules:

1. **EMPLOYEES** shall:
 - a. Observe and obey all:
 - i. Federal and state laws;
 - ii. Local ordinances;
 - iii. Policies, procedures, rules, regulations, and directives of the Department; and
 - iv. Arizona Department of Administration (ADOA) Personnel Rules R2-5-501.
 - b. Be courteous, impartial, civil, and respectful at all times in all personal conversations and telephone contacts with juveniles, co-workers, and members of the general public;
 - c. Perform duties efficiently;
 - d. Maintain self-control regardless of provocation to do otherwise;
 - e. Conduct their professional and private lives in such a manner as to avoid adverse reflection upon the State of Arizona or the Department;
 - f. Avoid the use of profanity, violent, or unprofessional language or behavior while on the job;
 - g. Neither solicit nor accept any gift, gratuity, or reward for services rendered in the line of duty.
2. **EMPLOYEES** shall report secondary employment in accordance with Procedure 2003.02 Secondary Employment.
 - a. An **EMPLOYEE** shall not engage in outside employment or other activities which would impair the employee's capacity to perform his/her duties and responsibilities within the ADJC in an acceptable manner.
3. **EMPLOYEES** shall:
 - a. Report honestly and accurately to any Department investigator all facts pertaining to an investigation or other matters of concern to the Department;
 - b. Not falsify any reports or knowingly enter, or cause to be entered in any Departmental book, record, or report any inaccurate or false information;
 - c. Not willfully misrepresent any matter, sign any false official statement or report, commit perjury, or give false testimony before any court, grand jury, board, commission, or any other official proceeding.
4. **EMPLOYEES** may post material on a Department bulletin board if the material is of general interest to co-workers and the material has been pre-approved by:
 - a. The secure facility's Superintendent or designee;
 - b. The Assistant Director for Support Services or designee, for Central Office; and
 - c. Parole Supervisor or designee for the Parole Offices.
5. **EMPLOYEES** shall be responsible for the proper care of property and equipment issued by the Department. Employees shall only use Department issued property and equipment for state business purposes in accordance with Procedure 2103.11 Property Issuance.

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- a. **EMPLOYEES** shall:
 - i. Check equipment prior to use to ensure proper working order;
 - ii. Prepare a written memo or report describing any change in condition or damage to equipment or other state property when property is either assigned to or used by an employee;
 - iii. Transfer or dispose of property and equipment in accordance with Procedure 2103.03, Damaged or Missing Property/Assets.
 - b. An **EMPLOYEE** may be required to reimburse the state and may be subject to appropriate disciplinary action if s/he does not document the loss or damage to assigned property as it occurs, and/or is careless or abusive in handling such property;
 - c. The **EMPLOYEE LAST ASSIGNED OR IN POSSESSION OF DAMAGED OR LOST PROPERTY** is presumed to be responsible for the damage or loss unless there is a written report documenting transfer or reassignment. Normal wear-and-tear shall not be considered damage;
 - d. **EMPLOYEES** shall surrender all state property in their possession upon leaving employment with the agency for any reason.
 - i. An **EMPLOYEE** shall be required to reimburse the Department for the fair market value of any unreturned, non-expendable items.
6. **EMPLOYEES** shall not:
- a. Use Department stationery, forms, or equipment for private correspondence or purposes;
 - b. Use the names, addresses, or other personal identifiers of state employees and current and former Department juveniles for mailing lists or other private or business purposes.
7. **EMPLOYEES** shall not conduct private, profit-oriented business during work hours.
8. An **EMPLOYEE** shall:
- a. Obtain approval at least 14 days in advance of a planned absence, including annual leave or the use of compensatory time;
 - i. A **SUPERVISOR** shall have discretionary authority to waive all or part of the 14 day notice period.
 - b. Complete appropriate Department forms related to any type of leave, illness, or injury immediately prior to and/or upon return to work;
 - c. Report on-the-job injury requiring medical attention or a Blood Borne Pathogen incident
 - i. The **EMPLOYEE** shall call 542-WORK or 1(800) 837-8583 within 24 hours of occurrence,
 - (1) If the employee is incapacitated the **SUPERVISOR** shall make the call.
 - ii. The Employee shall complete Form 2051.01A Industrial Injury Report and Form 1190.01A Incident Report.
 - (1) If the employee is incapacitated the **SUPERVISOR** shall complete the forms.
 - iii. The **EMPLOYEE OR SUPERVISOR** shall submit the forms to the Human Resources Liaison;
 - iv. The **HUMAN RESOURCES LIAISON** shall immediately forward the forms to the Workers' Compensation Administrator in Central Office.
 - d. Be punctual in reporting for work at the time and place designated by his/her supervisor;
 - e. Report to work unless on approved leave. A failure to return to duty at the expected shift and day shall:
 - i. Be considered abandonment of the job position after three consecutive work days, and/or
 - ii. Result in disciplinary action, up to and including dismissal;
 - f. Not feign an illness or injury;
 - g. Follow appropriate established Department policies/procedures for any absence or unexpected absence due to illness or injury or as soon as medically possible to do so.
 - i. Eligibility of sick leave is determined in accordance with ADOA Personnel Rule R2-5-404.

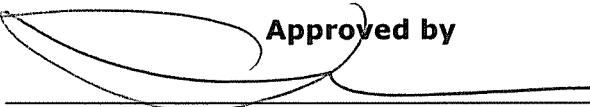
9. **EMPLOYEES** shall not operate state vehicles or equipment or enter into or be on Department property while under the influence of illegal drugs, abuse of prescription drugs, and/or intoxicating beverages.
 - a. **EMPLOYEES** shall not possess or use any controlled substance except when prescribed by a licensed health care practitioner;
 - b. **EMPLOYEES** shall report any prescribed drugs that may affect their work performance or safety to his/her supervisor prior to the start of their scheduled shift;
 - c. An **EMPLOYEE** with lawfully prescribed drugs while at work shall not share, give, or provide any such substances to anyone else.
10. **EMPLOYEES** shall not sleep during work hours and shall be attentive to their duties at all times.
11. **EMPLOYEES** shall not make disparaging remarks concerning another person's race, color, age, religion, national origin, sexual orientation, gender, or disability. **EMPLOYEES** shall not harass any employee or juvenile for any reason.
12. **EMPLOYEES** shall refrain from participating in any manner in a decision-making process when matters of Conflict of Interests arise.
 - a. An **EMPLOYEE** shall file a Form 2003.05A Conflict of Interest and Form 2003.05B Disclosure Statement on any conflict. A Conflict of Interest happens when:
 - i. An employee or a relative of an employee may be affected by any decision of the Department, or has a substantial interest in any contract, sale, purchase, or service to it; or
 - ii. An employee engages in any activity either on or off the job that adversely reflects on the employee's position in the Department.
13. **EMPLOYEES** shall not engage in any political activity at work unless it is authorized by federal and/or state statutes, and/or ADOA Personnel Rules.
14. **EMPLOYEES** shall not photocopy, convert, distribute, compromise, alter, or use for personal purposes any records, property, or evidence that are the property of the State of Arizona, ADJC, or personal property of other employees or Department juveniles.
15. **EMPLOYEES** shall comply with Information Technology Policy 2205 and subsequent procedures, and other applicable procedures concerning the proper use of Department computers, software systems, and equipment.
16. **EMPLOYEES** shall report any unusual activity, situation, or problem at work which could impact or concern the Department to their supervisor.
17. An **EMPLOYEE** shall immediately report through his/her chain of command to the Director any contact with law enforcement (other than in matters involving routine traffic stops, random automobile stops and road blocks, and other than in cases involving the rendering of assistance to law enforcement); having been notified that s/he is the subject of a criminal investigation or that a criminal investigation has proceeded against him/her; or that s/he has been served with an Order of Protection or an Injunction Against Harassment.
 - a. The **EMPLOYEE** shall prepare and complete Form 1160.07A Confidential Notification Requirement of Employee Indictment or Arrest Memorandum within two working days, in accordance with Procedure 1160.07 Notification Requirements for Employee, Indictment, or Arrest;
 - b. An **EMPLOYEE** shall notify the supervisor in writing immediately if s/he is a prohibited possessor as defined in Procedure 2003.06 Employees Subject to Prohibited Possessor Status, Orders of Protection or Injunctions Against Harassment;

- c. An **EMPLOYEE** shall notify the supervisor in writing within two working days if s/he receives any traffic citation or if the employee's driver's license is suspended for any reason.
18. An **EMPLOYEE** named as a plaintiff, defendant, or witness in any work-related litigation shall forward a copy of the subpoena and/or written memo reporting the circumstances to his/her supervisor and to the Attorney General Liaison assigned within the Department's Legal Systems Division.
19. **Supervisors' work directives:**
- a. **SUPERVISORS** shall present work directives in clear and understandable verbal or written language, as needed;
 - b. **SUPERVISORS** shall treat an employee's refusal to obey a lawful work directive given by a supervisor or acting supervisor as an act of insubordination;
 - c. No **SUPERVISOR** shall knowingly issue any work directive which is in violation of any law, ordinance, or Department policy, procedure, rule or regulation;
 - d. An **EMPLOYEE** shall report any unlawful work directive in writing through the chain of command at the first opportunity. This report shall contain the facts of the incident and the action taken;
 - e. An **EMPLOYEE** shall not receive disciplinary action for following a lawful work directive/order from a supervisor, whether or not the supervisor is in the employee's chain of command;
 - f. A **SUPERVISOR** who is outside the chain of command of an employee and who directs the employee to stop his/her regular work assignment shall inform the employee's supervisor immediately of the change in orders and the reasons for that action;
 - g. A **SUPERVISOR** shall try to avoid issuing work directives which unnecessarily conflict with any of his/her employees' normal work assignment.
20. **SUPERVISORS, IID INVESTIGATORS, AND/OR DESIGNEES** shall investigate an employee's alleged misconduct in accordance with Policy 1160 Inspections and Investigations and subsequent policies and procedures.

Effective Date

3/05/08

Approved by



Michael D. Branham, Director